

**To:** Daly, Eric[Daly.Eric@epa.gov]  
**From:** fmc-customer@epa.gov  
**Sent:** Sun 7/10/2016 4:58:00 AM  
**Subject:** Invoice Approval Reminder

This reminder email is being sent to the Primary Approving Official for the invoice(s) referenced below, and separate info copies are being sent to the Alternate and the Contracting Officer (CO). If the Primary is not available, the Alternate should complete invoice approval.

Please use the Electronic Approval System (EASYLITE - [https://ocfosystem1.epa.gov/fmc2\\_prv/easylite.welcome](https://ocfosystem1.epa.gov/fmc2_prv/easylite.welcome)) to complete invoice approval as soon as possible and no later than the PO Due Date(s) listed below.

If not received as such, a representative from RTP-FC's Contract Payment Section may contact the Primary and/or Alternate. Further, the CO will be contacted if there is still no response, in order to avoid late invoice payments, in accordance with the Prompt Payment Act. If you have questions, contact our Customer Assistance Support Staff at 919-541-1148 or by email at GROUP FMC-CUSTOMER. You may also contact the payment technician for your contract.

**PASSWORD INFO:**  
Access the link below if your password is locked, expired or forgotten - [https://ocfosystem1.epa.gov/fmc2/easypass.easypass\\_welcome](https://ocfosystem1.epa.gov/fmc2/easypass.easypass_welcome).  
For further assistance with ID and PASSWORD info, contact Mary Autry at 919-541-1533 or Customer Assistance Support Staff at 919-541-1148.

Thank you for your prompt assistance.

Role: PRIMARY APPROVING OFFICIAL (PO)  
\*\*\*PO Due Date\*\*\*: 07/15/2016  
Contractor: GUARDIAN ENVIRONMENTAL SERVICES COMPANY, INC.  
Contract/DO/Invoice: EPS21501/00020/GES20-02  
Description: Holy Trinity Cemetery Site.  
Invoice Amount: \$15,539.38  
Invoice Date: 06/28/2016  
RTP-FC Received Date: 06/29/2016